



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
ACCESSORY STRUCTURE COVENANT

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

This type of application is required for an accessory structure of up to 300 square feet with plumbing fixtures.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

The following items must be provided for an Accessory Structure Covenant application to be accepted for review:

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| 1. Completed application form |
| 2. One set of project plans (11" x 17" or comparable size) including site plan, floor plan, and elevations |
| 3. One copy of your grant deed |
| 4. Application fee |

What happens?

Your application is reviewed by the Planning Division to ensure that your proposed accessory structure complies with all Code requirements. The City Attorney's office prepares a covenant that states that the accessory structure cannot be used for cooking or sleeping purposes and that kitchen facilities cannot be installed in the structure. Once the covenant is complete, it will be mailed to you for review. You must sign the covenant and have your signature notarized by a California Notary Public. Once the signed covenant is returned to the Planning Division, it is forwarded to the Los Angeles County Recorder's office to be recorded against your property. **You will be required to pay a small recording fee.** There is no public hearing and no public notice is provided for this type of application.